



Army HSMS Newsletter

15 APRIL 2002

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TIM REGIONS ANNOUNCED BY SECRETARY OF THE ARMY

On March 19, 2002, Secretary of the Army Thomas E. White announced the next phase in the Army's concept to create a more efficient and effective corporate management structure for Army installations worldwide.

The program, known as Transformation of Installation Management, (formerly called Centralized Installation Management), was announced by the Secretary in late 2001. Today he announced his approval of the finalized plan for aligning the regions that will oversee installation management.

"Our intent is to streamline headquarters, create more agile and responsive staffs, reduce layers of review and approval, and allow commanders to focus on their mission," White said, speaking before a group of Army garrison commanders at a conference in Nashville, Tenn.

The transformation implementation will geographically align installation management in seven regions worldwide. The

following installations will host the director and staff for their respective region:

Northeast: Fort Monroe, Hampton, Virginia
Southeast: Fort McPherson, Atlanta, Georgia
Northwest: Rock Island Arsenal, Rock Island, Illinois
Southwest: Fort Sam Houston, San Antonio, Texas
Europe: Heidelberg, Germany
Pacific: Fort Shafter, Honolulu, Hawaii
Korea: Yongsan, South Korea

After extensive analysis, these locations were selected in order to minimize turbulence on the civilian workforce and take advantage of facilities and skilled personnel available in the Major Army Command elements stationed at these locations.

The Transformation of Installation Management, scheduled for 1 October 2002, will establish a corporate structure focused on installation management to support base operations and enable mission commanders. The seven installation management regional directorates will oversee the services provided on installations that support day-to-day operations and well-being.

Regionalization of these services will establish equitable standards of service at all Army installations worldwide, streamline the flow of resources, and improve the delivery of services to commanders, soldiers and their families. This initiative includes installation management within the Army Reserve.

For media queries, please contact Army Public Affairs at 703-697-7591/7592/4314.

Link to original news item:

<http://www.dtic.mil/armylink/news/Mar2002/r20020319r-02-013.html>

Article taken from March 19, 2002 Army LINK News Release

DID YOU SEND IN YOUR INSTALLATION SURVEY?

Your input is important to us and to the program! By now, you should have received an informal request to complete a brief survey from AEC about your program. Your responses will help us better plan for future needs and program direction.

In the years following implementation, many of you have expanded your programs, changed locations, updated operating procedures or modified practices and we are interested in hearing about it. The survey is going out as an informal request for information and will be used for program planning purposes only.

The POC for the survey is Ryan Messier (410-436-7076 or e-mail: ryan.messier@aec.apgea.army.mil)

Please help us by completing the survey and returning it as soon as possible.

Contributed by Ryan Messier, AEC/Booz I Allen I Hamilton

HSMS INTERFACE UPDATE

DAISY

In the February HSMS Newsletter we detailed the specifics relating to the DAISY Interface. The DAISY interface application enables HSMS users to import DD1348 records from the DRMS Automated Information System (DAISY) database as well as export DD1348 data from HSMS to the DAISY database. HSMS Users identified that the DAISY Interface had some problems. The problems with the DAISY Interface were reviewed and the next version of HSMS (2.4.1) should address the problems. More information on how to access, use, and specific availability dates (when HSMS 2.4.1 will be released) will be disseminated in future versions of the newsletter.

LIU

We last reported on the status of The Logistics Interface Utility (LIU) in January. The LIU is currently being completed and is projected for Army-wide dissemination in the near future. The interface issues with the output from the Standard Army Retail Supply System (SARSS) and enhancements are being worked. Once those are resolved, the LIU will be available to all Army HSMS users. More information on how to access, use, and specific availability dates (when the LIU will be completed) will be disseminated in future versions of the newsletter.

Bill Langston, Army Environmental Center

HSMS VERSION 2.4.1 TO BE TESTED

The latest version of HSMS, version 2.4.1, is scheduled to be tested at the Customer Assistance Office (CAO) in Sierra Vista, AZ from 20 – 23 May 2002. The Software Qualification Test (SQT) will be conducted with a formalized test plan at the system level and will focus on the functional capabilities of HSMS 2.4.1. Results of the test will be included in future versions of the newsletter. Any questions or comments can be directed to Mr. William Langston at USAEC Tel: 410-436-6319 or E-mail: willam.Langston@aec.apgea.army.mil.

Bill Langston, Army Environmental Center

LIGHTS..CAMERA..ACTION!

Get ready for the first in a series of regular HSMS user VTC's (video teleconferences)! This teleconference will provide HSMS user installations an opportunity to share ideas and discuss their experiences with AEC staff and other HSMS installations. Everyone is encouraged to participate. Who knows, you may even find a solution to those nagging problems you may be having. Details of an early May HSMS User video teleconference will follow.

MY CRYSTAL REPORT TRAINING EXPERIENCE

The Army Environmental Center (AEC) hosted the first of a series of Crystal Reports training for HSMS users at Aberdeen Proving Grounds, Maryland. The four-day class (5-8 February, 2002) was attended by 8 DOD installations from as far away as California. Most attendees were ADBMs but the class also consisted of data entry personnel as well as a compliance Program Manager.

This long awaited Crystal Reports class was packed full of useful information and hands-on training. The instructor and her assistant were well organized and made a rather complex and hefty program become a useful tool for those who want more out of their HSMS. If you are not familiar with Crystal Reports, it is a lot like *Microsoft ACCESS* but is far more powerful and has a lot more flexibility.

For those of you who only use the preprogrammed reports in HSMS there is a lot to be gained by understanding Crystal Reports and its link to HSMS. The benefits include such things as the ability to validate your HSMS data by filtering, grouping, and summarizing output with self designed queries and reports; designing and creating installation specific reports which can include all the bells and whistles from graphic drawings to pretty pictures; combining multiple data sets from external data sources such as those created in *Seagate's ORACLE* and *Microsoft's EXCEL* and *ACCESS* and compare this data using all the advanced computations you like; and designing and creating form letters with specific data information, for example, automatically producing validation letters to all vendors whose MSDSs are older than 5 years with the associated MSDS information from your HSMS database embedded in your letter.

Those of us who attended this first course found out quickly that Crystal Reports can make your head swim. There is a lot you can do with Crystal Reports. Fortunately, you don't have to know it all to reap benefits.

As the first time attendees it became obvious that the workshop should be taught at two levels. The advanced level is for those of you who are familiar with macros in *EXCEL* or have designed forms and reports using the Events in *ACCESS*, and/or are comfortable with programming. For you advanced geeks you really will appreciate the power of Crystal Reports. For those of us who are not computer geeks, you should start with the introductory course. Remember, you don't have to know it all to reap the benefits. Please note that you really should not attend either course if you are not familiar with HSMS. This is not a "how to use HSMS" workshop.

Although we attendees left the Crystal Reports Class with our heads spinning, we walked away with a sense of pride knowing that HSMS is merely a tool for our use and not quite the monster we thought it was. We also had a lot more understanding and appreciation of what makes HSMS tick, an expanded knowledge of how all HSMS tables are linked, the ability to link various HSMS tables to gather specific data, the ability to print out our own designed reports, and most important of all, someone else we can contact when we have questions or problems.

Linnea Wolfe –ENG, ENG-PM, DPW-ENV, Ft. Hood, TX

THE HSMS WASTE MODULE: CUSTOMIZING THE DD1348 REPORTS

In a previous newsletter, the basic features of the HSMS 2.4 waste module were discussed. If your installation desires to bring the waste functionality on-line sometime in the future, there are certain things that can be done to prepare to make sure that the ramp-up is as smooth as possible. The purpose of this article is to discuss one of those preparatory exercises: customizing the HSMS 2.4 DD1348 report to fit the needs of your installation.

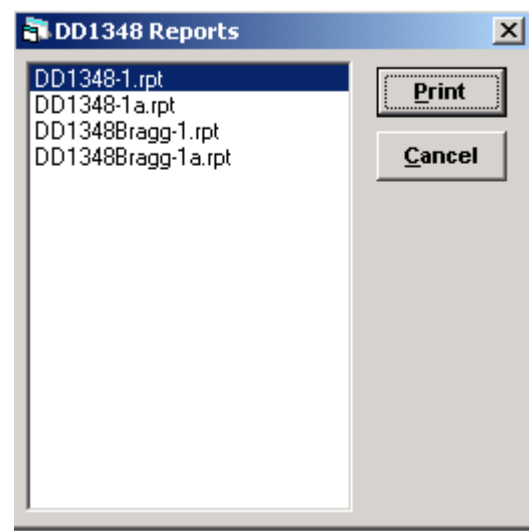
The standard DD1348 reports (DD1348-1 and DD1348-1a) that ship with HSMS 2.4 should be thought of as only a 'placeholders' or templates for the reports that you will need. Different DRMOs require or desire different information on those reports. Additionally, you may be required to print the DD1348 to a pre-printed or multi-part form on a dot matrix printer. Rather than try to take into account all possible requirements and desires at every HSMS 2.4 installation, the capability has been designed into the system to allow customization of the DD1348 at each installation.

This customization is possible because the DD1348 report functionality are based around a set of Crystal Reports, and just like other Crystal Reports (such as the standard repository reports) these reports are user-customizable. Both of these reports (DD1348-1.rpt and DD1348-1a.rpt) are located on each individual workstation at your installation, within the C:\Program Files\HSMS directory. Before you begin editing these reports, you should make a backup copy

of them. So that in the event that you accidentally make a change to the reports, which cause a problem, you can easily return to your templates. Simply open these reports up on the workstation that will print the DD1348 reports in Seagate Crystal Reports and you are ready to make changes to your reports!

You may remove the lines that come on the standard templates (for printing to the aforementioned pre-printed or multi-part form), add or remove fields or change the 'pretty printing' characteristics such as fonts and font sizes. Of special note is that adding fields to the report will require the addition of a sub report with the field or fields you wish to add. Sub reports are a somewhat advanced Crystal Reports concept, so if you don't feel comfortable with Seagate Crystal Reports, please call the CAO for assistance).

Once all your changes are made, simply save the report back into your C:\Program Files\HSMS directory. Be sure that you save these files starting with the characters DD1348. This will ensure that the reports are accessible from within the HSMS 2.4 application (in the diagram below, I have created two custom reports DD1348Bragg-1.rpt and DD1348Bragg-1a.rpt) In other words, you may name your customized report DD1348-1Custom.rpt but not CustomDD1348-1.rpt.



You are now ready to test your report. It is definitely recommended that you test out the particular printers (and/or pre-printed form) that your installation will use once the waste module is on-line. Certain older dot matrix printers may have some difficulty with printing fonts correctly from the Seagate Crystal Reports application, and may require updated Windows drivers or additional configuration.

Taking the time to pre-plan this (and other) aspects of the waste module will greatly ease it's implementation into your current practices, and will result in a more pleasant user experience with the waste module if all the appropriate customizations and optimizations have been accomplished beforehand. Good luck and happy customization!

Scott Stewart, Dynamac Corporation

EPCRA HAZARDOUS CHEMICAL INVENTORY

USEPA has announced the launch of a website and software to facilitate electronic submission of Emergency Planning and Community Right-to-Know Act (EPCRA) hazardous chemical inventory reporting information to state and local emergency planning bodies and fire departments. In addition to providing "Tier II" electronic reporting software, the site has links to agency contacts for the 50 states, Puerto Rico and Virgin Islands, along with links to guidance materials and frequently asked questions about EPCRA. The website can be accessed through USEPA website at: <http://www.epa.gov/ceppo/tier2.htm>.

Article from February 2002 USAEC Northern Region Review

NEW 2.4 CRYSTAL REPORTS RELEASED!

We are happy to announce that the Crystal Reports for HSMS Version 2.4 are now available through the CAO. These reports will also be made available through the HSMS website shortly. To get your copy, contact the CAO at 1-888-800-7242.

Contributed by the Army Environmental Center

WORKGROUP TO DISCUSS ARMY HMMP

A workgroup to discuss and develop the new Army HMMP (Hazardous Material Management Program) is being formed. AEC has been tasked by HQDA to develop new Army HMMP requirements. The new HMMP will address the changing environmental reporting requirements as well as operational issues associated with the TIM (Transformation of Installation Management) reorganization.

NEW ADBMS?

Due to a variety of circumstances, installations may experience personnel turnover/change. If your installation experiences a change in ADBM personnel, PLEASE contact the CAO ASAP at (888) 800-7242 or hsms@saic.com with contact information for the new ADBM.

Contributed by the Army Environmental Center

NEW INSTALLATION POCS?

As installations experience personnel turnover, the installation HSMS POC may change. If your installation experiences a change in the HSMS POC, PLEASE contact Mr. Ryan Messier at (410) 436-7076 or e-mail at ryan.messier@aec.apgea.army.mil with the new contact information.

Contributed by the Army Environmental Center

HSMS TRAINING DATES

The Army Environmental Center has announced updated dates for HSMS sustainment for Fiscal Year 02. The courses and the proposed dates are as follows:

Application Database Manager (ADBM):

30 July – 9 August 02 APG, MD

Functional User Training – Sustainment:

30 April – 3 May 02 APG, MD

Crystal Reports:

14 – 17 May 02 APG, MD

Application Database Manager (ADBM) Training.

ADBMs have first priority for available course slots.

Army GS employees, followed by installation on-site HSMS contractor, Corps of Engineer HSMS implementation contractors and others are welcome to attend on a space available basis. The course is open to all personnel with Army HSMS associated individuals having priority. The AEC funds the course instruction. Attendees must be funded by the respective site or organization for travel and per diem.

This course has been revised to incorporate 4-days of functional user training (designed to ensure that the assigned ADBM has functional knowledge of how HSMS operates). The remainder of the 9-day course will focus on those skills the ADBM must have to support HSMS operations at the installation. It is not required that the ADBM attend the first 4-days of instruction if they have the functional knowledge to operate HSMS.

Functional User Training – Sustainment (FUT-S). FUT-S is hands-on user training available to installations that have implemented HSMS. FUT-S is designed as non-installation specific hands-on user training which is geared toward new users or users looking for refresher training on the functionality of the HSMS software. FUT-S instruction

includes all HSMS software modules. FUT-S provides installations with a mechanism to help train personnel who are new to the program due to personnel rotation and support for advanced learning initiatives.

This course will expand on the hazardous waste module used by HSMS as well as other functional areas. Please note, the 9-day ADBM course incorporates the 4-day FUT-S instruction. Some space for FUT-S students may be available.

NOTE: If your installation has HSMS Users that did not or were not able to attend v2.3 transition training then AEC highly recommends the FUT-S. The AEC funds the course instruction. Installations or the sending organization must fund the attendee travel and per diem for course attendance.

Crystal Reports Crystal Reports training is a new course that has been added to the curriculum. It is a 4-day beginner course geared to instruct attendees on how to integrate Crystal Reporting into their HSMS Program. The course begins with basic topics for those who have limited or no knowledge on how to use Crystal Reports. Topics are covered in succession that builds on all of the fundamental Crystal Reporting concepts that are useful for creating HSMS reports. Learn how to generate and have great looking accurate Crystal Reports!

(Some folks with more advanced knowledge could still benefit from the course).

First priority will be given to ADBMs currently supporting Army installations operating HSMS. All others will be accepted on a case-by-case basis. Funding for the travel and per diem costs to attend this training is the responsibility of the installation.

Contributed by the Army Environmental Center and Dynamac Corporation

TRAINING INFORMATION

For more information on ADBM, FUT-S Training or Crystal Reports training, please contact: Aaron Tomarchio at (410) 436-1231 or via email at aaron.tomarchio@aec.apgea.army.mil

PRIMARY POINTS OF CONTACT

NAME	ORGANIZATION	PHONE/E-MAIL
Eric Haukdal	ACSIM/ODEP	(703) 693-0669 Eric.Haukdal@hqda.army.mil

NAME	ORGANIZATION	PHONE/E-MAIL
Lee Merrell	USAEC Program Manager	(410) 436-1200 lee.merrell@aec.apgea.army.mil
Doenee Moscato	USAEC P2 Program Manager	(410) 436-1228 doenee.moscato@aec.apgea.army.mil
David Zuckerman	USAEC HSMS Team Leader	(410) 436-7072 david.zuckerman@aec.apgea.army.mil
Bill Langston	USAEC Technical Project Officer	(410) 436-6319 william.langston@aec.apgea.army.mil
Aaron Tomarchio	USAEC Project Officer	(410) 436-1231 aaron.tomarchio@aec.apgea.army.mil
Ryan Messier	USAEC Project Officer	(410) 436-7076 ryan.messier@aec.apgea.army.mil
Guri Glass	APM – Asst. Project Manager	(703) 806-0500 guri.glass@eis.army.mil
Diane Stephens	APM – Asst. Project Manager	(703) 806-3059 diane.stephens@eis.army.mil
Pat O'Conner	APM – Asst. Project Manager	(703) 806-0532 oonnorp@eis.army.mil
Bob Fenlason	HQ-USACE	(202) 761-8801 bob.w.fenlason@usace.army.mil
Bobby Shelton	USACE Fort Worth	(817) 978-3069 bobby.l.shelton@swf01.usace.army.mil
Les Schmittner	USACE Sacramento	(916) 557-7812 lschmittner@spk.usace.army.mil
Anita Walker	USACE Europe	01149 611 816 2431 Anita.S.Walker@NAU02.usace.army.mil
CAO	Customer Assistance Office	(888) 800-7242 hsms@saic.com
CAO USAREUR	US Army Europe CAO	01149-6221-57-5948 helpdesk@hq.hqusareur.army.mil

UPCOMING EVENTS

APRIL 2002	
1-12 April	ADBM Training at Edgewood Area, APG, MD.
29 April – 3 May	Functional User Training – Sustainment (FUT-S) at Edgewood Area, APG, MD.
MAY 2002	
13-17 May	Crystal Reports Training at Edgewood Area, APG, MD.

QUICK POLL

Do you track the “Cost Savings” achieved since your HMCC/HAZMART opened?

YES / NO

***In my opinion, a centralized approach to the Army HMMP will....
Please Choose One***

- 1. Have a negative effect on my Installation’s HMCC.**
- 2. Have a positive effect my installation’s HMCC.**
- 3. Have little to no effect on my installation’s HMCC.**

***E-mail: aaron.tomarchio@aec.apgea.army.mil
With your reply!***

RATE THIS NEWSLETTER!

We want to know from YOU, our readers what you think of the HSMS Newsletter.

Using a scale of 1-4 please rate the usefulness of this letter to your operation.

- 4 – Very Helpful & Useful**
- 3 – Helpful and Useful**
- 2 – Somewhat Helpful/Useful**
- 1 – Not at all Helpful/Useful**

Is there anything you would like to see in future newsletters?

To date, a majority of respondents have rated this newsletter a 3 “Helpful & Useful”.

Please e-mail your comments to Aaron Tomarchio at aaron.tomarchio@aec.apgea.army.mil.

PURPOSE OF THIS REPORT

The purpose of this newsletter is to keep the U.S. Army community abreast of ongoing activities associated with the implementation of HSMS and to distribute summary articles that provide useful items of interest to all concerned members. It is recognized that this publication now transcends the Army community and embraces other military services and Federal agencies. This Newsletter is not limited to items of interest focused on the HSMS software but encompasses the entire spectrum of hazardous materials and waste management business practices as they pertain to the HSMS Program.

Everyone is invited to submit articles, problem descriptions, comments, or other pertinent information of interest to fellow members. If possible, keep article size to one-half to three-quarters of a page. Mail (e-mail) your items for publication, and we will add them to the newsletter version that follows their receipt.

Send all input to: aaron.tomarchio@aec.apgea.army.mil

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